

April 1994



ISD News and Views

STATE DOCUMENTS COLLECTION

Volume 11 No. 10

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Table of Contents

AGENCY SPOTLIGHT	1
News & Views Staff Changes	1
Upgrade to Meridian Mail System	1
SBAS Support Unit News	2
Term Contract Status	2
Dell	2
Term Contract Notes	2
TECHTALK	3
Public Employees' Retirement System Active System Upgrade	3
CL/SuperSession Update/Conversion	3
Sharing 1-2-3 for DOS Files with 1-2-3 for Windows Release 4	4
Quick Tips for Lotus 1-2-3 for Windows Release 4	4
Creating a Checkbox in WordPerfect	5
Another Windows Freebee! - ALLINI	6
From the Sysops Corner... ..	6
ZIP! Tips	6
ISD - Room Numbers	7
Calendar of Events	8
End Notes	8
Submit Articles	8
ISD Customer Support Center 444-2000	8
Electronic Distribution of News & Views	8
Training Information	9
Training Calendar	11
Data Network/Mainframe Classes	12
Microcomputer Classes	12
Word Processing Classes	15
Spreadsheet Classes	17
Database Classes	18

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AGENCY SPOTLIGHT

News & Views Staff Changes

The newly created Customer Relations Section of ISD will be responsible for the future publication of News & Views. Wendy Wheeler will be the supervisor of this section. Beginning with the May issue please submit all articles in the same fashion as before to Curt Secker of the Customer Relations Section. Please note the May issue article deadline date in the End Notes Section of this issue.

Upgrade to Meridian Mail System

The Telecommunications Operations Bureau has just installed an upgrade for the Meridian Mail voice mail system. The new system doubles our port capacity to 40, and our storage to 90 hours. Users who have encountered several rings to access the system will be pleasantly surprised to find they now can pop right in to voice mail.

This upgrade will now allow us to add all the mail boxes and voice menus that have been held due to lack of capacity. Orders will be processed in the order they were received. Clara Baer will be coordinating voice mail training and notifying everyone of dates, times, and places. Happy voice mailing on our new system. For more information, contact Ed Baum, 444-2861 or Clara Baer 444-2455.

PLEASE RETURN

SBAS Support Unit News

The ICC on line project is nearing completion. Several agencies have been testing input of Forms 191 and 192 (Responsibility and Reporting Centers) during March. The forms will be added to OE&E production on April 11 for all agencies to use.

Although all agencies have been contacted, we would like to remind them that a User Control Standards form must be sent to SSU for each person who will be inputting these documents. The on line forms will not be available on the forms menu in OE&E to users, who have not submitted a User Control Standards form by April 10th. We will accept the authorization forms after that date, but users will not be able to input responsibility center and reporting center transactions on line until we have proper documentation to grant access to Forms 191 and 192.

Beginning May 2nd, the Accounting Bureau will no longer accept Forms 191 and 192 for keypunch. All 191 and 192 forms must be input on line or entered to the ICC batch processing via remote job entry (RJE) after May 2nd.

Agencies have already begun requesting training for their users to input the new forms on line and SSU personnel have been scheduling times to visit each agency to assist users who will be responsible for inputting the 191 and 192 forms.

For your information, we will continue to do ICC batch processing on Monday, Wednesday, and Friday, and daily during the last week of each month.

We are excited about putting the responsibility and reporting centers on line and hope that it will benefit the agencies we serve. If you have any questions or concerns about SBAS, ICC, PAMS, or OE&E call the

SBAS Support Unit in the Accounting Bureau at 3092.

Term Contract Status

Dell

Dell has available a new high-end server series, the PowerEdge SP and PowerEdge XE. They feature Pentium or i486 processors, 256K write-back cache, and a PCI local bus. The servers boast a very high rate of up-time, data integrity, and fault-tolerance. "Latitude" notebooks are now available. The models are the 425, 433, 433c, and 433cx, with monochrome, dual-scan STN, and active-matrix TFT monitors. The new price list has been distributed via Zip!Mail.

Term Contract Notes

Mark your calendars! All term contract vendors (Dell, DEC, IBM, & HP) will be here April 14 to demonstrate their products and give brief presentations. This event will occur at Helena Vo-tech, room 214, from 10:00 a.m. to 4:00 p.m. The presentation schedule will be:

10:30-11:30	Jeff Thornton - DEC PC Product Overview
1:00-2:00	Kent Morris - Dell Advanced Systems, including PowerEdge SP & PowerEdge XE
2:15-3:15	ComputerLand of Western Montana - HP Product Overview

Come on down and take a look at what new and exciting products the vendors have to offer!

Price lists. All of the latest price lists are sent via ZIP!mail. If you would like a copy, give Brett (0515) or Dan Sidor (2029) a call. Remember to also look for the latest

prices under the GUEST\CONTRACT.TRM subdirectory on the ISDNOVS01 server.

TECHTALK

Public Employees' Retirement System Active System Upgrade

The Applications Development Section of the Systems Support Bureau has recently completed project development for the Public Employees' Retirement Division's New Active System. The New Active System is an upgrade to a 15 year old tape file based system. It is implemented on the state mainframe using an IDMS database which contains 1.5 million record occurrences.

The new system contains over 200 online programs which allow interactive access to all data on the system. In addition to the online system, 60 batch COBOL programs were coded, some using the new COBOL II language. The primary system functions delivered include payroll and balancing, refunding, retiree strip, online member/employer inquiry and maintenance, online buyback processing, online adjustments, fiscal year-end processing, and calendar year-end processing.

The Payroll and Balancing Subsystems make up the core monthly processing function which must process 30,000 member contributions from 550 employers. Of these members, more than half are input through direct electronic means with the remaining being keyed from paper reports into data entry screens. To ease the keying process, a batch process allows replication of member payroll reports from the prior month. In addition, online batch request capability exists for several of the batch jobs which support payroll. These include direct payroll loading

and duplicate payroll report generation.

The Buyback Subsystem has been particularly successful and will allow PERD to absorb cuts in FTEs. This online system automates what was a completely manual process involving intricate calculations for 13 different types of service buyback. The system also tracks payment history on each buyback allowing the payoff amount to be always available. In addition to completing the original requirements of this subsystem, new functionality was added to accommodate the HB517 retirement incentive bill. This greatly streamlined the effort of processing of over 500 additional applications for retirement within a 6 month time frame ending December 31, 1993.

CL/SuperSession Update/Conversion

If you use several different mainframe applications and would like to be able to use them concurrently and jump between them easily, SuperSession is the tool for use. CL/SS is a multi-session manager which allows computer users to access more than one mainframe applications (TSO, CICS, IDMS, etc) at the same time through the use of virtual terminals. Many agencies are already using CL/SS and find it helpful in increasing their productivity. ISD is planning to convert existing CL/SS users to the next version of CL/SS (V146) on April 10, 1994. If you are not currently using CL/SS, note that ISD will be converting all agencies to CL/SS beginning in May. This conversion will be performed on an agency by agency basis. If you have any questions or concerns regarding the implementation of SuperSession contact Jerry Kozak, at 444-2907, or Irv Vavruska, at 444-2858, Denny Knapp, at 444-2072 from EUS. To request training for CL/SS, please contact Lois Lebahn, at 444-3987.

Sharing 1-2-3 for DOS Files with 1-2-3 for Windows Release 4

1-2-3 for Windows Release 4 lets you open and work with files created in Release 2 and Release 3 of 1-2-3.

When you work with a Release 2 or Release 3 file, you can either save it in its original format (.WK1 or .WK3), or you can convert the file to a 1-2-3 for Windows file by saving it with the extension .WK4. When you retrieve a Release 2 or Release 3 file in 1-2-3 for Windows, it retains its extension (.WK1 or .WK3), which is displayed in the Worksheet window title bar.

In 1-2-3 for Windows Release 4, a Release 2 or Release 3 file is automatically saved with a .WK1 or .WK3 file extension unless you specify otherwise. To save a worksheet with a different format, choose File Save As and then choose an extension from the File Type pull down menu. For example, to save a file as Release 2 -- choose 1-2-3 (wk1). To save a file as a Release 3 file -- choose 1-2-3 (wk3); and to save a file as a 1-2-3 for Windows Release 4 file -- choose 1-2-3. Keep in mind that if you have created a file in a newer release of 1-2-3 and used any new features which aren't available in a previous release of 1-2-3, the newer features will not be saved when you convert the file to a previous release format.

You should be aware of the following issues when you work with and save .WK1 and .WK3 files in 1-2-3 for Windows:

If you intend to work with a .WK1 or .WK3 file in 1-2-3 for Windows only, you should save the file as a .WK4 file because doing so lets you use and save more features and settings. 1-2-3 for Windows also reads and writes .WK4 files more quickly than it does files with other formats.

If 1-2-3 for Windows displays non-standard characters on the screen when you read a .WK1 file into memory, choose Tools User Setup International. Then, select 1-2-3 R2 to change the setting for the character set (LICS or ASCII) that 1-2-3 for Windows uses to display .WK1 files. You can then read the file into memory again.

If a formula in a .WK1 file contains a range name that refers to a single cell, 1-2-3 for Windows displays the cell address rather than the range name when you read the file into memory. When you read the file back into Release 2, the range name reappears in the formula.

If you saved print settings in Release 2 or Release 3, these settings are available only if you print from 1-2-3 for Windows to a file or printer by using the 1-2-3 Classic (/Print commands).

If you have any questions about sharing 1-2-3 files, please call Irv Vavruska at 444-2858 or Jerry Kozak at 444-2907, both from End User Support.

Quick Tips for Lotus 1-2-3 for Windows Release 4

Here are some quick tips that may save you some time and effort in Lotus 1-2-3 for Windows Release 4.

If you forget what a SmartIcon does, click and hold the right mouse button over the SmartIcon. The title bar changes and displays the icon's purpose.

When you press the / or : key in 1-2-3 for Windows the classic 1-2-3 for DOS menu structure appears, but its position may obscure an important part of your worksheet. To move the menu window, click and drag the title bar of the menu window to any other location. When you press

/ or : again, the menu will be positioned in the new location.

If you know how to perform a command in 1-2-3 for DOS, but don't know the equivalent command in 1-2-3 for Windows, just call for HELP! Simply select the / key command sequence from the 1-2-3 classic menu and highlight a classic command. Press F1 and Help tells you which command in 1-2-3 Release 4 corresponds to the current command in the classic menu.

Use Quick menus to narrow your choices. Clicking the right mouse button pops up a menu with all the options relevant to the current selection. To see the Quick menu for a single cell, press the right mouse button. You get one menu that includes all the commands you can perform on a cell. From the Edit menu you get the commands Cut, Copy, Paste, and Clear; from the Style menu you get Number Format, Font & Attributes, Lines & Color, and Alignment; and from the Range menu you get Name. Right-click inside a chart, and you get a different Quick menu with a different set of commands: Chart Type, Chart Ranges, and Grids from the Chart menu; and Lines & Color from the Style menu. You don't have to waste time searching through the main menu for the commands you need. And since Quick menus appear next to the current selection, mouse maneuvering is kept to a minimum.

If you have any question about 1-2-3 for Windows, please call Irv Vavruska at 444-2858 or Jerry Kozak at 444-2907, both from End User Support.

Creating a Checkbox in WordPerfect

Creating surveys in WordPerfect is not as complicated as you may think. Many people resort to multiple choice answers that ask you to circle your response. Another approach is to use brackets to check the appropriate answer, such as:

How do you rate our agency's overall performance?

() Very Satisfied () Satisfied () Not Satisfied

Did you know that it's just as easy to use one of WordPerfect's special characters to draw a checkbox? For example:

How do you rate our agency's overall performance?

☐ *Very Satisfied* ☐ *Satisfied* ☐ *Not Satisfied*

To create a small check box using WordPerfect 5.1:

Press CTRL V. At the "Key:" prompt (displayed at the bottom left hand corner of the screen) type 4,38 and press Enter. The box appears small and shaded on the screen, but in Print Preview, displays correctly.

A typical survey may have 20 questions - each having three multiple choice answers. Typing the checkbox keystrokes 60 different times is time-consuming. By using the Search/Replace commands you can type XXX in every place you want a checkbox to appear. When you are done with the document, Search for each occurrence of XXX, and Replace with the keystrokes mentioned above. If you have any questions on developing surveys, or any other WordPerfect question, please call Sue Skuletich of End User Support at 444-1392.

Another Windows Freebee! - ALLINI

ALLINI is a program to help you edit/clean up your Windows INI files. While you can edit INI files using Notepad or any text editor, ALLINI makes the process easier. ALLINI shows the individual sections (main topics) of any INI file and allows you to View or Edit the contents of any of the displayed sections, through point and click procedures. You can also delete an entire INI file, a whole section within an INI file, or individual lines in a section, with your mouse. There is also an option to display the various INI files, sections and/or section items in alphabetical order.

If you would like a copy of AllIni, contact Denny Knapp of End User Systems Support at 444-2072, or through Zip!Mail.

From the Sysops Corner...

In previous articles, I mentioned that we were in the process of selecting a Bulletin Board Software Package. After months of researching, evaluating, and testing, we have finally decided on PCBoard. The newest version of PCBoard (15.1) adds many features which were lacking from the Bulletin Board Software Packages that we tested. As a result, we feel that PCBoard is the best solution for the State's needs.

Now that we have decided on PCBoard, we will be working to get the board online. We expect to allow agencies on the new board around the end of April, and the public around the end of May. In order for us to meet this time schedule, we'll have to have the cooperation of all the agencies in the state.

Shortly, every agency will receive information regarding what is re-

quired and recommended to be on the BBS. In addition, we will be in telephone contact with agencies as we work on each section of the BBS. In this way, we hope that the installation of the new board will be as painless as possible, while insuring that the information on the board is correct and in a useful form.

Recently, there has been some concern regarding the currency of the information on the existing board. Early in the process of upgrading the bulletin board, we decided that it would be best to put our efforts into the process of designing the new bulletin board, instead of spending time updating the information on the existing board. Because of this, much of the existing information is out of date. As part of the process of moving to the new board, we will be asking each agency to review the existing information before it is placed on the new board.

As always, if there are any questions regarding the State Bulletin Board System or this article, call Forrest Christian at extension 2921.

ZIP!Tips

Attention all E-Mail administrators:

Since ISD recently announced that ZIP!Mail licensing will now be included as part of the \$40./month network charge, we have been inundated with requests to add new users to the ZIP!Mail Address Book. To accommodate the volume of additions, certain automated procedures have been implemented. It is now requested that all ACF/2 Forms be in WordPerfect format and transmitted electronically. A program has been written that extracts the information needed from the forms and writes it to a file that is later merged into the ZIP!List needed to update the Address Book.

ZIP!Mail training is offered free of charge for all new users. To keep support calls at a minimum, it is highly recommended that all new users attend the 2-hour training session. Please request training at the time you request the addition of new users.

To obtain an electronic ACF/2 form, or to schedule ZIP!Mail training sessions, please contact Sue Skuletich of End User Support at 444-1392. NOTE: You can also obtain the form by logging on to ISD's server, ISDNOVS01, as guest under GUEST\FORMS\access.reg.

ISD - Room Numbers

ISD has recently reorganized and much of the staff was relocated to different locations in the Mitchell Building. In an effort to reduce confusion we are providing a list of all ISD personnel and their present room locations. The designation "OPS" refers to the room in the basement where the operation people reside. Hopefully you will find this list of value (not in the monetary sense of course).

ANLIAN, ROBIN	5
ANZIK, BILL	111
ARMSTEAD, SANDY	179
ARMSTRONG, RON	23
BAER, CLARA	16
BALDWIN, RON	111
BAUM, ED	16
BENDER, RICHIE	OPS
BENSON, DAN	23
BOUTIN, BRETT	223
BRANDT, JEFF	221
BUCHHOLZ, TOM	3
BUSWELL, DENNIS (BUZZY)	5
CAPITOL OPERATORS	21
CARMICHAEL, TINA	25
CHRISTIAN, FORREST	237A
CONRAD, CAROL	111
CONRAD, ED	225
COYLE, SANDI	25
CROWDER, HAROLD	OPS
CUCHINE, LINDA	219

DICKSON, DICK	23
DOOLEY, RIC	3
ENGER, TERESA	220
FITZPATRICK, SUSAN	111
FOSTER, DEBBIE	224
FREEBURY, SANDY	OPS
FRANKL, DAVID	2
FRISON, MARY	OPS
GOOCH, BURWELL	111
GORIE, SHARON	238
GRAY, ANITA	21
GREENE, FRANCES	OPS
GRINSELL, DON	234
GUERIN, LORI	21
HAWKINS, DAN	230
HEILMAN, RON	7
HELZER, JOHN	OPS
HERBERT, TONY	222
HOLLIS, DAVE	OPS
HOLM, RANDY	239
HOTVEDT, CARL	22
HOWSE, DAVID	232
JOHNSON, DAVE	25
JUNGERS, CINDY	222
KELLY, DAN	16
KNAPP, DENNY	236A
KOSTELECKY, DON	227
KOZAK, JERRY	236
KRAMER, TERRY	226
KRINGS, MIKE	OPS
LEBAHN, LOIS	237
LEIKAM, TONI	OPS
LEMON, DIANE	OPS
LEONE, SHERRY	OPS
LEWIS, JAN	OPS
LONGWORTH, AMY	111
LUDWIG, ALAN	227
LUSTGRAAF, JEFF	219
MAYNARD, POLLY	222
MCALISTER, BRETT	111
MCCRACKEN, MIKE	2
MCDALD, JODY	OPS
MILLER, LINDA	OPS
MOON, ANITA	173
MOSSMAN, DAN	22
NEWMAN, BYRL	OPS
NOLAND, STEVE	23
O'CONNOR, TRICIA	5
OIE, RICK	179
O'NEIL, RITA	16
PASCOOL, BOB	OPS
PETERSEN, LARRY	172
PETERSON, TROY	111
PLOVANIC, MICK	OPS
POEPPING, GARY	233
QUIST, ANDY	23

RAMSAY, BILL	5
RAND, SHERRY	231
ROGGE, LEO	25
RYLANDER, PAUL	OPS
SECKER, CURT	229
SHEEHY, JIM	111
SHELINE, BARBARA	25
SHELINE, DENNIS	2
SIDOR, DAN	223
SKULETICH, SUE	237A
SLOCUM, SYLVIA	OPS
SMETANA, SHELLEY	231
SMITH, DAVE	OPS
SMITH, LES	16
SPERANZA, DOMINICK	235
SPLAWN, JERRY	OPS
STROOP, GLEN	234
SULLIVAN, DAWN	7
SVEINSON, KRIS	111
TAYLOR, ARCHIE	235
THORNTON, GAIL	OPS
VANDER VOORT, CHARLEY	3
VAVRUSKA, IRVIN	236
VERHOEVEN, CHERI	OPS
WHEELER, WENDY	229
WHITE, JIM	228
WHITLING, TED	16
WHITMUS, SHELLEY	220
WILLNOW, TODD	111
WILSON, LYLE	OPS
WINE, RICK	16
WYNN, CINDIE	16
WYNN, KYLE	239

Calendar of Events

April 13 - Information Technology
Manager's Group (ITMG): 8:30

April 14 - Multi-vendor trade show.
New products, demos, presentations

from IBM, DEC, Dell, and HP. Helena
Vo-Tech, Rooms 214 & 211, 10:00-
4:00.

May 10 - Information Technology
Advisory Council meeting.

End Notes

Submit Articles

If you'd like to submit an article
to *News and Views* for publication,
please send it to Curt Secker, pre-
ferably by ZIP!Mail. Please have
your article in by the date below
for inclusion in the month listed:

May Issue 4/15/94
June Issue 5/20/94

ISD Customer Support Center 444- 2000

Got a problem? Do you need ISD
assistance for any of your informa-
tion processing needs--either voice
or data? The central contact point
is the ISD Customer Support Center
(formerly the Network Assistance
Center).

Electronic Distribution of News & Views

Help save a tree and have your N&V
come to you electronically! Just
let Curt (1614) know, and you will
be added to the ZIP!Mail distribu-
tion list.

875 copies of this public document were printed at a cost of \$264.
Distribution costs are \$18.25.

75 copies of this document were distributed electronically at a no cost.
Editors: Dan Mossman & Brett Boutin

Training Information

All classes will be held in Room 210 at the Helena Vo-Tech center at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HVTC, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

The classes available and their costs are as follows:

<u>Class Name</u>	<u>Cost</u>	<u>Length in Days</u>
*MVS\ESA - Differences from MVS\XA	FREE	1/4
*Introduction to TSO/SPF	\$ 85.00	1
*Introduction to JCL (Job Control Language)	340.00	4
*Introduction to CICS Programming	**	5
*Introduction to IDMS Database Programming	**	5
*IDMS ADS/Online	**	5
Introduction to CULPRIT	255.00	3
*Subscribing in CULPRIT	FREE	1/4
*CULPRIT Programming for IDMS	170.00	2
*Introduction to SAS: Module 1	21.25	1/4
Module 2	21.25	1/4
Module 3	212.50	2 1/2
*Novell Network Administration	170.00	2
*Novell NetWare System Manager	**	3
*Novell NetWare Advanced System Manager	**	3
*Novell NetWare Service & Support	**	5
PC Maintenance	170.00	2
*Windows Purchase, Installation and Use Considerations	FREE	1/4
*Windows for the Technical Support Team	**	2
*Beginning Microcomputer Skills	85.00	1
Introduction to Microcomputers	170.00	2
Fundamentals of DOS	85.00	1
Intermediate DOS	85.00	1
Introduction to Novell Networks	170.00	2
Introduction to Windows	85.00	1
Telecommunications	170.00	2
Desktop Publishing	170.00	2
CorelDraw	85.00	1
*CA-Docview	FREE	1/4
*Introduction to Quickref	FREE	1/4
Introduction to WordPerfect (5.0 or 5.1)	127.50	1 1/2
Advanced Features of WordPerfect 5.0	127.50	1 1/2
*WordPerfect Complex Document Functions	42.50	1/2
*More WordPerfect Complex Document Functions	42.50	1/2
*WordPerfect 5.1 Tables	42.50	1/2
*WordPerfect 5.1 Columns and Math Functions	42.50	1/2
*WordPerfect 5.1 Graphics	85.00	1

WordPerfect Merge and Sort Functions	42.50	½
WordPerfect 5.1 Macros	42.50	½
Advanced WordPerfect Macros	42.50	½
*WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼
Conversion to WP 5.2 for Windows	42.50	½
WordPerfect for Windows	170.00	2
Desktop Publishing for WP	85.00	1
*Spreadsheet Design and Documentation	85.00	1
*Conversion from Lotus 1-2-3 Rel.2.2 to Rel.3.1	FREE	¼
Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)	170.00	2
*Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)	85.00	1
Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)	42.50	½
*Lotus 1-2-3 Graphics (Release 2.3 or 3.1)	42.50	½
*Lotus 1-2-3, Release 3.1, 3-Dim. Spreadsheets	42.50	½
*Lotus 1-2-3 Printing (Release 2.3 or 3.1)	42.50	½
Lotus 1-2-3 for Windows	85.00	1
Lotus 1-2-3 for Windows	170.00	2
*Freelance for Windows	85.00	1
*Freelance for Windows - Conversion	FREE	¼
Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)	170.00	2
*Introduction to Lotus 1-2-3 Database Features	170.00	2
*Introduction to PFS:Professional File, Ver. 2.0	85.00	1
*Micro Database Concepts and Design	85.00	1
Introduction to R:Base, Release 3.1	212.50	2½
*Advanced R:Base Release 3.1	170.00	2
*R:Base Query and Reports (Rel. 3.1)	85.00	1
*R:Base Views (Rel. 3.1)	FREE	¼
*Intermediate R:Base (Rel. 3.1)	170.00	2
Introduction to dBASE	170.00	2
*State Telephone Training	FREE	¼
*Orientation to State's Computer Center	FREE	¼
*Introduction to IBM's Library Reader	FREE	¼

* This class is not scheduled during the time covered in this issue.

Training Calendar

Network/Mainframe Classes

April 13, 14	Introduction to Novell Networking
May 17, 18 & 19	Introduction to Culprit

Microcomputer Classes

April 12	Introduction to DOS
April 26	Introduction to Windows
April 27	CorelDraw
May 10 & 11	PC Maintenance
May 16	Introduction to Windows
June 8	Introduction to Windows
June 9	Introduction to DOS
June 10	Intermediate DOS
June 22	PC Memory Management

Word Processing Classes

April 6, 7	Advanced Features of WordPerfect
April 18	WordPerfect for Windows Conversion
April 19	Desktop Publishing with WordPerfect for Windows
May 3	WordPerfect Merge & Sort
May 12 am	WordPerfect Macros
May 12 pm	Advanced WordPerfect Macros
May 25	Introduction to WordPerfect for Windows
June 20 & 21	Introduction to WordPerfect
June 23 & 24	WordPerfect for Windows

Spreadsheet Classes

April 25	Lotus Freelance
May 4 & 5	Lotus Macros
May 23 & 24	Introduction to Lotus
May 26	Introduction to Lotus for Windows
May 31	Lotus WYSIWYG
June 15 & 16	Introduction to Lotus for Windows

Database Classes

June 27, 28 & 29	Introduction to R:BASE
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Data Network/Mainframe Classes

INTRODUCTION TO CULPRIT:

DATES: May 17, 18, & 19, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to TSO/SPF and JCL
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This 3-day class is directed toward end users and programmers. It will cover the basic functions of the CULPRIT report writer and the basic aspects of generating reports from standard files. It will not treat more advanced topics such as database access or match files. Topics covered will include:

- Generating a basic report from standard files
- Enhancing and formatting the report
- Generating multiple reports
- Sequencing report output
- Selective processing
- Understanding programming logic
- Performing arithmetic operations
- Directing processing flow
- Generating total lines
- Generating subtotals and sort levels
- Printing selected output lines

INTRODUCTION TO NOVELL NETWORKING: presented by the staff of the Helena Vo-Tech Center

DATES: April 13 and 14, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Intermediate DOS
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will introduce students to the basic concepts of networking in the Novell 3.11 environment. Students will learn how to oversee the operation of a Novell network including managing hardware and software as well as how to set up users, directories, and security. It is important to understand that this course is not part of the CNE certification.

Microcomputer Classes

PC MAINTENANCE: presented by the staff of the Helena Vo-Tech

DATES: May 10 & 11, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Working knowledge of DOS
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is designed to give participants insight into normal routine maintenance of the personal computer. Topics covered will be internal diagnostics, add-on cards, memory management, systems upgrades, hard disk performance tips, and routine troubleshooting techniques.

MEMORY MANGEMENT: presented by the staff of the Helena Vo-Tech Center

DATE: June 22, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Intermediate DOS and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will students an opportunity to work with memory configurations on the PC. Extended memory and expanded memory will be discussed. Other topics covered will be device drivers, disk caches, RAM disks, and configuring Windows. Some time will also be spent on interactive batch files.

FUNDAMENTALS OF DOS: presented by the staff of the Helena Vo-Tech Center

DATES: April 12, 1994
June 9, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of the Helena Vo-Tech Center

DATE: June 10, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Fundamentals of DOS or equivalent
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- | | |
|------------------------|-----------|
| • ATTRIB | • JOIN |
| • Batch File Creation | • LABEL |
| • EDLIN | • MODE |
| • Batch file commands | • REPLACE |
| • DISKCOMP | • SELECT |
| • Filters (FIND, MORE) | • XCOPY |

INTRODUCTION TO WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATES: April 26, 1994
May 16, 1994
June 8, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills or three months of daily microcomputer use
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation
- Window sizing and movement
- Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

FREELANCE GRAPHICS FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: March 8, 1994
TIME: 8:30 am to 4:30 pm
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give participants hands-on experience using Freelance for Windows to create many types of figures, drawings, graphs and screen shows. Students will learn to use Freelance's symbol library and freehand drawing capabilities and to link data from Lotus 1-2-3 spreadsheets to create a publication-quality chart or graph.

CORELDRAW 3.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE: April 27, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Familiarity with DOS and Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give new users an overview of CorelDraw its features and abilities. CorelDraw is made up of six components: CorelPHOTO-PAINT, CorelMOSAIC, CorelTRACE, CorelDRAW, Corel-CHART, and CorelSHOW. Students will learn to create and edit graphic figures, boxes, lines, charts and photographic images through hands on exercise. These abilities will then be combined to produce a basic slide show. This course is tailored for the beginning windows graphic user. Additional and more advanced classes will be scheduled for each component of the Corel system.

Word Processing Classes

INTRODUCTION TO WORDPERFECT: presented by the staff of the Helena Vo-Tech Center

DATES: June 20 and 21, 1994
TIMES: 8:30 a.m. to 4:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

ADVANCED FEATURES OF WORDPERFECT 5.1: presented by the staff of the Helena Vo-Tech Center

DATES: April 6 & 7, 1994
TIMES: 8:30 a.m. to 4:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

WORDPERFECT MERGE AND SORT FUNCTIONS: presented by the staff of the Helena Vo-Tech Center

DATE: May 3, 1994
TIME: 1:00 p.m. to 4:30 p.m.
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of ways. They will also learn to merge primary and secondary files for mass mailings, for example, and to set up files for keyboard merges.

WORDPERFECT 5.1 MACROS presented by the staff of the Helena Vo-Tech Center

DATE: May 12, 1994
TIME: 8:30 a.m. to 12:30 p.m.
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This is a seminar class that will cover the theory and construction of basic WordPerfect macros. Class will begin with simple hot key and named macros and proceed through the introductory level of the macro language. Special macros will be created such as capturing inside addresses for printing envelopes and building simple menus for lists of commonly used tasks. Students are encouraged to bring examples of tasks for instructor assisted class projects.

DESKTOP PUBLISHING WITH WORDPERFECT FOR WINDOWS 5.2:

presented by the staff of
the Helena Vo-Tech
Center

DATE: April 19, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to WordPerfect for Windows 5.2
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will combine all the essential elements of desktop publishing--text, graphic images, and page design and layout--to create and print professional-looking documents. Students will work with fonts and type sizes, kerning, multicolumn formats, graphic lines, graphic boxes, and graphic images. Also covered will be use of the scanner to produce graphic images.

INTRODUCTION TO WORDPERFECT 5.2 FOR WINDOWS:

presented by the staff of the
Helena Vo-Tech Center

DATE: May 25, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed as a basic introduction to WordPerfect for Windows. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including spell checking, searching for words or phrases, marking blocks of text, moving text and listing/retrieving document files.

ADVANCED WORDPERFECT 5.1 MACROS:

presented by the staff of Helena
Vo-Tech

DATE: May 12, 1994
TIME: 1:30 p.m. to 4:30 p.m.
PREREQUISITE: WordPerfect 5.1 Macros
LOCATION: Helena Vo-Tech, 1115 N. Roberts, Room 210

This class will focus on the development of more difficult WordPerfect Macros. Macros covered will include fill-in-documents, nesting macros, and conditional macros. The primary emphasis will be on macro programming.

INTRODUCTION TO WORDPERFECT 5.2 FOR WINDOWS:

presented by the staff of the
Helena Vo-Tech Center

DATES: June 23 and 24, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed as a basic introduction to WordPerfect for Windows. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including spell checking, searching for words or phrases, marking blocks of text, moving text and listing/retrieving document files.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.4: presented by the staff of the Helena Vo-Tech Center

DATES: May 23 & 24, 1994
TIMES: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

LOTUS 1-2-3 WYSIWYG FEATURES: presented by the staff of the Helena Vo-Tech Center

DATE: May 31, 1994
TIME: 8:30 a.m. - 12:30 p.m.
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. It introduces students to the WYSIWYG (What You See Is What You Get) features of Lotus 1-2-3. The class consists of lecture and hands-on practice with the following features:

- Format--fonts, boldface, italics, underline, shadow, and outline
- Text--ranges, alignment, edit
- Screen display, zoom and customization
- Graphics within a worksheet--adding, enhancing, changing size or location
- Page layout
- Previewing and printing
- Advanced WYSIWYG features

LOTUS 1-2-3 MACROS: presented by the staff of the Helena Vo-Tech Center

DATES: May 4 and 5, 1994
TIMES: 8:30 a.m. to 4:30 p.m. each day
PREREQUISITE: Beginning and Advanced Lotus 1-2-3 Release 2.2
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed for those who want to learn about Lotus 1-2-3 macros. It will consist of instruction, demonstrations, and hands-on practice with lab time available to build spreadsheets of participant's choosing. The class will concentrate on using 1-2-3 Release 2.3 to design, create, and edit macros to perform simple operations or redundant tasks. The material covered will apply to all releases of Lotus 1-2-3 (2.2, 2.3, and 3.1). It will include writing and debugging macros, using the keystroke recorder, and using advanced macro commands.

LOTUS 1-2-3 FOR WINDOWS, RELEASE 1.1:

presented by the staff of Helena
Vo-Tech

DATE: May 26, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Lotus 1-2-3, knowledge of Windows is helpful
LOCATION: Helena Vo-Tech 1115 N. Roberts Room 210

This course is designed for anyone who has converted, or is planning to convert, to Lotus 1-2-3 for Windows Release 1.1. It consists of lecture and hands-on practice. The class covers features which are new to 1-2-3 for Windows as well as features which have changed from the DOS version. Some topics which will be discussed are Automatic Print Compression, Print Preview, 1-2-3 Classic menu, Graph Gallery, Solver and BackSolver, Dynamic Data Exchange (DDE), access to the Windows clipboard, greater flexibility in debugging macros, adding documentation to complex formulas, as well as worksheet and macro compatibility. SmartIcons and SmartPak options will also be discussed. These include AutoSum, SmartFill, SmartFormat, 3-D Sum, Centering Over Columns, and Zoom. Wysiwyg features which will be discussed include creating high quality reports by combining text, data, graphs, and styles, and enhancing graphs with drawing tools.

Database Classes

INTRODUCTION TO R:BASE, RELEASE 3.1: presented by the staff of the Helena Vo-Tech Center

DATES: June 27, 28 and 29, 1994
TIMES: 8:30 a.m. to 4:30 p.m. on first and second days
8:30 a.m. to noon on third day
PREREQUISITE: Beginning Microcomputer Skills, and Fundamentals of DOS
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give participants hands-on experience creating a database and developing a simple application with R:Base 3.1. The application will include database updates, queries, and simple form and report generation. The R:Base menu system will be used to develop the application. This class will not cover the R:Base command mode or programming other than menu system application development.

CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND SUBMIT IT AT LEAST
ONE WEEK PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____ / _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course?
Explain, giving the class(es) taken, tutorial(s) and/or experience.

BILLING INFORMATION/AUTHORIZATION MANDATORY

Responsibility Center: _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.

DEADHEAD OR MAIL COMPLETED FORM TO:

HELENA VO-TECH CENTER
COMPUTER TRAINING CENTER
1115 NORTH ROBERTS, HELENA 59601
FAX 444-6892

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